

**To:** Southern Shores Town Council (Hal Denny, Jodi Hess, George Kowalski, Jim Pfizenmayer, Kevin Stroud)  
Town Attorney (Ben Gallop)

**Copies:** Town Manager (Peter Rascoe)  
Town Staff (Pat Forrester, Carrie Gordin, Alvin Rountree, Merrie Smith, Bonnie Swain)  
Planning Board (Mike Florez, Bill Gleason, Larry Lawhon, Elizabeth Morey, Bob Palombo, Jay Russell, Sam Williams and ETJ Rep, Ed Overton)

**From:** Wes Haskett, Town Planner

**Date:** July 27, 2010

**Re:** Recap, Special Planning Board Meeting July 12, 2010

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## PLANNING BOARD RECOMMENDATIONS FOR THE TOWN COUNCIL: None

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- I. **CALL TO ORDER:** Town Planner Wes Haskett called the Special Meeting to order at 9:00 am. Planning Board Members Mike Florez, Bill Gleason, Bob Palombo, Sam Williams, and alternate member Larry Lawhon were present. Chairperson Jay Russell was absent with excuse and ETJ Representative Ed Overton was absent. Alternate member Larry Lawhon substituted for Jay Russell. Executive Assistant Merrie Smith was also present.
- II. **APPROVAL OF AGENDA:**  
Bob Palombo motioned to approve the agenda as written with the exception of changing the starting time of the meeting from 7:00 pm to 9:00 am. Larry Lawhon seconded the motion. The motion passed unanimously.
- III. **ELECTION OF OFFICERS:**  
Election of Chair and Vice-Chair for July, 2010 ~ June, 2011  
  
Town Planner Wes Haskett called for nominations for Planning Board Chairperson for the period of July 2010 – June 2011. Bob Palombo nominated Sam Williams for Chairperson and Bill Gleason seconded the nomination. The Planning Board unanimously voted to elect Sam Williams as Planning Board Chairperson.  
  
Town Planner Wes Haskett called for nominations for Planning Board Vice-Chairperson. Bill Gleason nominated Mike Florez for Planning Board Vice-Chairperson. Bob Palombo seconded the nomination. The Planning Board unanimously voted to elect Mike Florez as Vice-Chairperson. Per the Town Code (Chapter 24 Article II Section 24-24) the election of these Planning Board officers are subject to the approval of the Town Council.
- IV. **APPROVAL OF MINUTES:**

Mike Florez motioned to approve the minutes from the June 21, 2010 Planning Board meeting. Bob Palombo seconded the motion. The motion passed unanimously.

**V. PUBLIC COMMENT:**

None

**VI. PERMIT APPLICATIONS & PROPOSED ORDINANCES:**

None

**VII. OTHER BUSINESS:**

Planning Board Rules of Procedure

Chairperson Williams noted that at its July 7, 2010 meeting the Planning Advisory Group (PAG) discussed the possibility of amending the Planning Board's Rules of Procedure pertaining to the Planning Advisory Group (PAG). To reduce confusion and increase flexibility for the Planning Board to address projects or administrative items as needed it was proposed that the PAG be eliminated and its meetings be replaced by Planning Board Workshop meetings. This format mirrors the Town Council's meeting format. Bill Gleason moved to amend the Planning Board's Rules of Procedure as stated above. Larry Lawhon seconded the motion.

Bill Gleason noted that he would like to see some flexibility in the meeting schedule for the Planning Board workshop meetings. Wes Haskett noted that the Board could amend Section 5 (a) by deleting "shall" and adding "may" would provide flexibility. Bob Palombo motioned to adopt the amended Rules of Procedure as stated. Bill Gleason seconded the motion.

Bob Palombo noted that Section 9 should also be amended by deleting "shall" and adding "may" to provide flexibility with respect to Planning Board Workshop meetings. Larry Lawhon suggested that the effective date be added to the title of the document. Bob Palombo withdrew his previous motion and motioned to adopt the Rules of Procedure as stated. Larry Lawhon seconded the motion. The motion passed unanimously.

**VIII. ANNOUNCEMENTS:**

None

**IX. REGULAR MEETINGS:**

Regularly scheduled meetings for the next month:

1. Planning Board Regular Meeting July 19, 2010 Pitts Center 7pm - Cancelled
2. Planning Board Workshop Meeting August 2, 2010 Pitts Center 7 pm – Cancelled
3. Planning Board Regular Meeting August 16, 2010 Pitts Center 7 pm ?
4. Planning Board Workshop Meeting September 8, 2010 Pitts Center 7 pm
5. Planning Board Regular Meeting September 20, 2010 Pitts Center 7 pm ?
6. Planning Board Workshop Meeting September 20, 2010 Pitts Center 7 pm ?
7. Joint Town Council and Planning Board Meeting September 21, 2010 ?

**X. ADJOURNMENT:**

Bill Gleason moved to adjourn. Mike Florez seconded the motion to adjourn. The Planning Board meeting adjourned at 9:25 am.